Table C28 Process Improvement Proposal (PIP) Instructions

Purpose	• To provide a way to record process problems and improvement ideas • To provide an orderly record of your process improvement ideas for use in later process improvement
General	Use the PIP form as follows: • To record process improvement ideas as they occur to you • To establish priorities for your improvement plans • To record lessons learned and unusual conditions Keep PIP forms on hand while using the PSP. • Record process problems even without proposed solutions. • Retain the PIPs for use in process improvement.
PIP Form Identification	Use the date and program number to identify the PIP form.
Header	• Enter your name, the date, the instructor's name, and the program number or other project designation. • Enter the name of the process you are using, such as PSP0.1. • If the PIP concerns a particular process element, note the element name, such as PSP0.1 Plan Summary.
Problem	Describe the problem as clearly as possible: • The difficulty encountered • The impact on the product, the process, and you Number the problems in each form in the left column: • Use a convenient sequence number. • Start with 1 on each PIP.
Proposal	• Describe your proposed process improvement as explicitly as possible. • Where possible, reference the specific process element and the words or entries to be changed. • Where appropriate, reference the problem description numbers in the left column. • If you feel a proposed improvement is particularly important, describe its priority and explain why.
Notes and Comments	For each project, complete at least one PIP form with overall comments about the process: • Record the process lessons learned. • Note any conditions you need to remember to later determine why the process worked particularly well or poorly.